

DEPARTMENT OF HUMAN SERVICES POLICY AND PROCEDURES		
Reference: 01-12	Effective Date: June 15, 2010	Page: 1 of
SUBJECT: APPROPRIATE VEHICLE USE		

RATIONALE: To provide guidelines for Department staff regarding the use of vehicles, both state owned and personal vehicles used for state business.

POLICY

1. Employees must follow applicable State Rules and policy. Please see Department of Administrative Services Rules and policy, and other applicable State Rules and policy. (The current reference as of the effective date of this policy is R27 Fleet Administrative Rules.)
2. Reimbursement for private vehicle use will be at the lower of the reimbursement rates authorized by State Finance policy.
3. The Department does not have commute vehicles.
4. Any overnight use of a state vehicle must be pre-approved. See attached form.
5. Transportation of non-state employees, with the exception of clients or individuals serving the interests of the State, must be pre-approved. See attached form.
6. Disciplinary action will be taken for inappropriate use of a state vehicle, to include corrective action, suspension, and termination. Employees driving state vehicles at excessive and reckless speeds will face suspension or termination.



DATE: 06-15-10

Lisa-Michele Church, Executive Director
Department of Human Services

**PERMISSION FOR PASSENGER, OVERNIGHT AND/OR
CONTINUOUS USE OF STATE MOTOR POOL VEHICLE**

_____ has my permission to:

Driver's Name (Print)

_____ Take a non-state employee in a state vehicle. The driver understands that by giving permission for the individual to be a passenger in the vehicle, the STATE OF UTAH ACCEPTS NO LIABILITY for the person.

_____ Keep a state vehicle overnight on _____ (Date) in the close proximity of his/her home to accommodate early/late travel for a meeting or trip.

_____ Use a state vehicle from _____ to _____ (Date) for a special work assignment.

Work Assignment: _____

The state vehicle must be parked off the street, as close to the employee's home as possible.

SUPERVISOR SIGNATURE

DATE

_____ LICENSE NUMBER OF ASSIGNED VEHICLE